University of North Dakota
Promotion, Tenure, and Evaluation Working Group

Minutes
November 6, 2015
9:00 – 10:00 AM | Twamley 404

A meeting of the Promotion, Tenure, and Evaluation Working Group was held on November 6, 2015 in Twamley Hall, Room 404. Steve Light and Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Gwen Halaas, Darlene Hanson, Sima Noghanian, Mike Poellot, Kathryn Rand, Chih Ming Tan, Sean Valentine, and Anne Walker.

1. Welcome & Approval of Minutes
   a. The minutes from October 20, 2015 were approved.

2. Updates [standing item: informational]
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
      i. Steve will contact the Deans about the Essential Elements. The Deans are working with their departments to implement the Essential Elements into departmental PTE guidelines by the end of December.
   b. Communications
      i. Provost DiLorenzo will give an update on his priorities on Thursday, November 12. Steve and Ryan will prepare one slide about the PTE WG for the PowerPoint presentation.

3. Framework for Faculty Handbook revision
   a. Review current outline of the Faculty Handbook
      i. The current outline of the Faculty Handbook was reviewed and members gave feedback on possible areas of improvement.
   b. Discuss possible outline for Faculty Handbook section on PTE
      i. The Essential Elements could be used as a framework for the Faculty Handbook.
   c. Next steps
      i. Discuss the outline for the Faculty Handbook.
      ii. As subgroup work is developed, send it to Ryan, Steve, and Michelle for incorporation in the outline.

4. Next Meeting
   a. Tuesday, November 24, 2:00 – 3:00 PM